

I. Subcontracting Program

- **20%** must be subcontracted to certified SBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- **10%** must be subcontracted to certified M/WBE(s) designated within San Antonio Metropolitan Statistical Area (SAMSA)
- Certified M/WBE's must also be certified SBE's
- Respondents must demonstrate their intent to accomplish this requirement by submitting the appropriate documentation with their response (Subcontractor/Supplier Utilization Form)
- Failure of a respondent to submit the Subcontractor/Supplier Utilization Form or meet the subcontracting requirement will deem its response nonresponsive
- ***SBE Prime participation does NOT count towards SBE Subcontracting goal***
- ***M/WBE Prime participation does NOT count toward M/WBE Subcontracting goal***
- ***Respondents must submit their Utilization Plan based on "base bid" only***

II. Eligibility Criteria

- Eligibility Certification:
 - SBE/MBE/WBE
 - Certified through the South Central Texas Regional Certification Agency (SCTRCA) to perform a commercially-useful function
- Be considered small under SBA size standards for specific industry category of work being proposed
- Headquartered or demonstrate "significant business presence" (20% of total company employees) regularly based in the SAMSA (Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson) for at least one year
- SBEDA staff can assist with priority certification while solicitation is open but this does not guarantee certification by solicitation close.
- For additional information, contact Shuchi Nagpal at 210.207.0071 Shuchi.Nagpal@sanantonio.gov

III. Waivers & Exceptions

- A full or partial waiver of a specified subcontracting goal may be requested, for good cause, by submitting the *Respondent Subcontracting Waiver Request* form with the solicitation response
 - Form is available at www.sanantonio.gov/edd/SmallBusiness/
 - Waiver request must fully document subcontractor unavailability despite good faith efforts to comply with the goal
- Respondent may request, for good cause, an Exception to the application of the SBEDA Program by submitting the *Exception to SBEDA Program Requirements Request* form with the solicitation response
 - Form available at www.sanantonio.gov/edd/SmallBusiness/
 - Exception request must fully document why:
 - ◆ Value of contract is below \$50,000;
 - ◆ No commercially-useful subcontracting opportunities exist; or
 - ◆ Type of contract is outside scope of the SBEDA Ordinance
- For Waivers or Exceptions, contact Shuchi Nagpal at 210.207.0071 Shuchi.Nagpal@sanantonio.gov

IV. Central Vendor Registry (CVR)

- All contractors/consultants wishing to do business with the City must first register in the CVR
- To begin the registration process, please go to <http://www.sanantonio.gov/purchasing/SAePS.aspx>
- For technical assistance please call (210) 207-0118

For questions regarding SBEDA requirements, contact Shuchi Nagpal at 210.207.0071 Shuchi.Nagpal@sanantonio.gov